



October 28, 2014

IOWA BULLETIN NO. IA120-15-1

SUBJECT: ADS – ANNUAL INSPECTION OF GOVERNMENT VEHICLES

ACTION REQUIRED BY FIELD OFFICES: NOVEMBER 21, 2014

ACTION REQUIRED BY AREA OFFICES: NOVEMBER 28, 2014

PURPOSE. To provide instructions for inspection of all Iowa government vehicles in accordance with FMR 102-34.285 and AGPMR 110-34.285(b).

EXPIRATION DATE. September 30, 2016

All Iowa Natural Resources Conservation Service vehicles are required to have annual inspections. Inspections can be performed by anyone **except** the responsible driver of the vehicle.

In order to provide the information to National Headquarters in a timely manner, vehicle inspections are required to be completed by November 21, 2014. All vehicle inspections should be documented on the Annual Visual Vehicle Safety Checklist (checklist), which is attached. Vehicle information (**NFC ID number and license plate number**) can be found in the attached spreadsheet.

Field Offices

The checklist shall be completed by field offices on each vehicle. A copy of this completed form shall be sent to the Administrative Management Assistant (AMA) in the Area Office by the November 21, 2014, deadline. Any repair or maintenance needs to be addressed with your Assistant State Conservationist-Field Operations (ASTC-FO) for action.

Area Offices

The checklist shall be completed by Area Offices on each vehicle. The Area Office shall verify they have collected one checklist for each vehicle in their respective area and that the NFC ID number is on the checklist. The AMA shall gather all inspection reports pertaining to their respective area and forward the complete packet to Michelle Bales in the State Office Contracting Section by the November 28, 2014, deadline. Any repair or maintenance needs to be addressed with your ASTC-FO for action.

State Office

All State Office employees assigned to a vehicle are also responsible for ensuring the checklist is completed and submitted to Michelle Bales in the Contracting Section by the November 21, 2014, deadline. Any repair or maintenance needs to be addressed with the Assistant State Conservationist-Management for action.

For questions, please contact Michelle Bales, Contract Specialist, at 515-323-2246.

Jay T. Mar
State Conservationist

Attachments

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